Dear Data Protection Officer,

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

|  |  |
| --- | --- |
| Name: |  |
| Relationship with the school: | Please select:  Pupil / parent / employee / governor / volunteer /staff  Other (please specify): |
| Correspondence address: |  |
| Contact number: |  |
| Email address: |  |
| Details of the information requested: | Please provide me with:  *Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible*  *For example:*   * *Your personnel file* * *Your child’s medical records* * *Your child’s behavior record, held by class teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Insert name)* * *Emails between ‘A’ and ‘B’ between \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Insert date)* |

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me with the information within 1 month.

Yours sincerely,

Please sign and print name. Date:

If you need any advice on dealing with this request, you can contact the Information Commissioner’s Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)